

**G.V.R.D**

TITLE: Survey/Inspection Technician II

POSITION DESCRIPTION

NO.: 617      DATE: May 20, 1999

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**PURPOSE OF POSITION**

To carry out, under general supervision from senior technical or engineering staff, a variety of complex survey assignments and to perform inspection of materials and workmanship associated with the construction and quality control of water, sewer, solid waste or parks construction and materials supply projects.

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**DUTIES** (Supplementary to those listed for Survey/Inspection Technician I)

**1) Surveying**

- Calculate and layout simple and compound curves and other more complex survey calculation and procedures.
- Utilize computer to extract data from electronic total station for preliminary check on survey data and edit the material for presentation to the Drafting Department.
- Perform basic soil investigations.
- Obtain survey information from Land Titles offices, engineering firms, municipal offices etc.

**2) Inspection**

- Inspect and maintain quality control at materials manufacturing plants.
- Inspect and maintain quality control of linings and coating at supply plants.
- Inspect water, sewer and solid waste or parks construction for conformity to specifications and ensure the general quality control for the project is maintained.
- Prepare daily progress reports, monthly work sheets for payment to contracts and "as constructed" records.
- Keep detailed diaries and notes and attend pre-construction and site meetings with engineers and contractors.
- Ensure that contractors understand the specifications and drawings.
- Maintain detailed written records concerning materials quality control and instructions to contractors.

### 3) General

- Supervise and direct one or more technical staff and/or rodmen.
- Ensure staff and contractors adhere to safety regulations.
- Oversee the work of contractors.
- Use computer for writing memorandum and preparing other engineering/survey related material.
- Other related duties.

### REQUIREMENTS (Minimum to fill position)

- Diploma in Civil and Structural Technology from B.C.I.T. or recognized technical institute and two years directly related experience.

OR

Grade 12 supplemented with B.C.I.T. or equivalent courses and four years progressive, directly related experience.

OR

Equivalent combination of education and experience.

- Valid driver's license and health certificate for watershed entry.
- Sound knowledge of standard engineering and surveying terminology and applicable practices.
- Proficiency in the use of survey instruments, computers and basic hydrographic survey equipment.
- Good familiarity with the interpretation of standards and specifications. Good working knowledge of quality control testing procedures in materials utilized in water, sewer, solid waste or parks projects.
- Good verbal and written communication skills.
- Must be able to deal effectively with G.V.R.D. staff, outside organizations, contractors and the public.
- Familiarity with proper safety procedures and W.C.B. requirements.